
TITLE 590 INDIANA LIBRARY AND HISTORICAL BOARD

Final Rule

LSA Document #15-446(F)

DIGEST

Amends [590 IAC 5-1-8](#) concerning the definition of "creditable library education" to provide for more flexibility in course selection for minimum library education. Adds [590 IAC 5-1-14](#) concerning the definition of "library education provider". Adds [590 IAC 5-1-15](#) concerning the definition of "LEU". Amends [590 IAC 5-2-3](#) to clarify validity of old certificates. Amends [590 IAC 5-2-7](#) concerning reciprocity to broaden access. Amends [590 IAC 5-3-1](#) concerning application requirements to remove obsolete language relating to exams. Amends [590 IAC 5-3-2](#) concerning temporary permits to add the requirement to prove completion of 10 LEUs when applying for a subsequent temporary permit. Amends [590 IAC 5-3-4](#) concerning requirements for renewal applications for librarian certificates and specialist certificates. Amends [590 IAC 5-4-5](#) concerning Librarian Certificate 4 to modify the library district population size relevant to directors, department heads, and branch heads required to hold Librarian Certificate 4. Amends [590 IAC 5-4-7](#) concerning Librarian Certificate 6 to modify the library district population size relevant to department and branch heads and professional assistants required to hold Librarian Certificate 6. Adds [590 IAC 5-4-7.5](#) concerning Librarian Certificate 7. Effective January 1, 2017.

[590 IAC 5-1-8](#); [590 IAC 5-1-14](#); [590 IAC 5-1-15](#); [590 IAC 5-2-3](#); [590 IAC 5-2-7](#); [590 IAC 5-3-1](#); [590 IAC 5-3-2](#); [590 IAC 5-3-4](#); [590 IAC 5-4-5](#); [590 IAC 5-4-7](#); [590 IAC 5-4-7.5](#)

SECTION 1. [590 IAC 5-1-8](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-1-8](#) "Creditable library education" defined**Authority:** [IC 36-12-11-5](#)**Affected:** [IC 36-12-11](#)

Sec. 8. "Creditable library education" refers to the kind and the amount of library education, which, together with academic education and creditable experience, is recognized by the Indiana library and historical board in determining the grade of certificate to be granted. The Indiana library and historical board recognizes the following types of library education:

- (1) Accredited library education, as defined in section 3 of this rule, which is an American Library Association accredited masters of library science or its equivalent. This professional education relates to the Librarian Certificates 1 through 3 grades.
- (2) Approved library science education, as defined in section 6 of this rule, which requires designated amounts of study in library science and relates to Librarian Certificates 4 through 6 grades. Three (3) levels of such study are recognized and are designated as intermediate library education, minimum library education, and introductory library education as follows:

(A) As used in this section, "intermediate library education" means at least fifteen (15) semester hours or twenty (20) quarter hours of approved library science education and shall consist of courses embracing five (5) areas of study, namely:

- (i) selection and evaluation of media;
- (ii) cataloging and organization of materials;
- (iii) public library administration;
- (iv) reference and information sources; and
- (v) children's materials;

at least three (3) semester hours or four (4) quarter hours each. Persons who are not candidates for administrative positions may substitute some other course approved by the Indiana library and historical board for the course in public **Indiana** library administration. Certificates will show such substitution. Subsequent eligibility to a position requiring Librarian Certificate 4 shall require removal of the deficiency by taking the specified course. Intermediate library education is recognized as basic general preparation for librarianship that meets specified certification requirements above the level of minimum library education.

(B) As used in this section, "minimum library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken with or after completion of two (2) years of academic education in an accredited college or university. This education is designated to meet the minimum essential needs of small public libraries for purposes of certifying positions of Librarian Certificate 5. As such, minimum library education shall consist of courses embracing **at least three (3) of the following** areas of study, namely:

- (i) selection and evaluation of media;
- (ii) reference and information sources; ~~and~~
- (iii) public library administration;
- (iv) children's materials;**
- (v) cataloging and organization of materials;**

at least three (3) semester hours or four (4) quarter hours each. The same provisions relating to substitution for the course in public library administration shall apply to minimum library education as apply to intermediate library education.

(C) As used in this section, "introductory library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken through an accredited college or university. Courses that educate the Librarian Certificate 6 in job responsibilities, the function and theory of public library operations, and the overall mission of the public library will be accepted.

(Indiana Library and Historical Board; [590 IAC 5-1-8](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 2. [590 IAC 5-1-14](#) IS ADDED TO READ AS FOLLOWS:

[590 IAC 5-1-14](#) "Library education provider" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 14. "Library education provider" means an individual or group that will provide an educational course or workshop for which attendees may receive LEUs.

(Indiana Library and Historical Board; [590 IAC 5-1-14](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 3. [590 IAC 5-1-15](#) IS ADDED TO READ AS FOLLOWS:

[590 IAC 5-1-15](#) "LEU" defined

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 15. "LEU" means library education unit and refers to units earned by librarians from approved courses, workshops, and other activities in which librarians participate and that are used to establish librarian eligibility for certificate renewal. For librarians holding a temporary permit, LEUs are considered separate and additional to the required education and experience needed to obtain the permanent certificate.

(Indiana Library and Historical Board; [590 IAC 5-1-15](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 4. [590 IAC 5-2-3](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-2-3](#) Validity of old certificates

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 3. (a) A library staff member employed by a library district upon adoption of this administrative rule **(May 30, 2008)** will not be required to meet new educational and experience requirements as adopted under this article. The waiver of a staff member's education and experience requirements will remain fully valid only for the staff member's present position level within their present library district, or successor district in the case of a library merger. The staff member may obtain a new certificate, provided the staff member fully meets the required qualifications for the grade of certificate sought, and provided such new certificate is applied for and processed in the same manner as other certificates issued under this article. The staff member will be required to meet library

education requirements to retain valid certification and to pay the fees required for renewal.

(b) Any uncertified staff member who moves from his or her present position level at his or her present library district after the adoption of this administrative rule to a position that requires certification shall apply for certification prior to the seventh month of holding the position.

(Indiana Library and Historical Board; [590 IAC 5-2-3](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 5. [590 IAC 5-2-7](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-2-7](#) Reciprocity

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 7. **(a)** Anyone presenting a certificate for public library service from any other state shall be required to obtain an Indiana certificate in order to qualify for public library service in Indiana. In granting this certificate, due recognition shall be given to a certificate that may be presented from the other state in terms of the special qualifications it represents as these qualifications apply under the certification requirements of Indiana. In all cases, due consideration will be given to the educational standards and recommendations of the American Library Association.

(b) Individuals who have library education and experience from another country may apply for an Indiana certificate. For Librarian Certificate grades 1 through 3, the individual must have a degree from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country. For Librarian Certificate grades 4 through 7, the applicant must demonstrate that his or her education is comparable to that required by the United States' applicants for the same certificate level, and any bachelor degree must be from a college or university accredited or recognized by the appropriate national body of another country.

(Indiana Library and Historical Board; [590 IAC 5-2-7](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 6. [590 IAC 5-3-1](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-1](#) Application requirements

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 1. (a) The following are requirements for new applicants for certification:

- (1) Newly hired staff members shall apply for certification prior to the seventh month of holding the position.
- (2) The application must be on a form prescribed and supplied by the Indiana library and historical board and shall indicate in the designated place the position occupied by the applicant. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.
- (3) A person who is not presently under employment in an Indiana library may make application for a certificate on the prescribed form.
- (4) The applicant shall submit to the Indiana library and historical board official verification of the academic and library education claimed before a certificate is granted.
- (5) Certificates will be issued to persons who give proof of qualifications prescribed by the Indiana library and historical board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the level of positions they are designed to cover.
- (6) The qualifications in [590 IAC 5-4](#) for each grade of certificate are considered to be minimum requirements. Certificates issued therefore represent minimum standards of competence for the various levels of positions. Libraries may require higher qualifications for appointments to their staff, but cannot lawfully appoint to

positions persons who have lower qualifications than those called for by the grades of certificates pertaining to the levels of position as prescribed by the Indiana library and historical board.

~~(7) Candidates for certificates who lack the amount of academic education specified for a particular grade of certificate are urged to make up the deficiency by attending college or by taking approved examinations designed to test academic equivalencies. The Indiana library and historical board is prepared to advise candidates on the availability of college courses and college equivalency examinations as recommended means of meeting the academic education requirements for library certificates.~~

~~(8) Any candidate for a certificate who has taken an examination administered by the Indiana state library until 1997 and received a passing score will be issued a certificate that reflects credit for the examination.~~

(b) The following are requirements for new applicants for certification as specialist:

(1) An applicant for certification as a specialist may apply at any time.

(2) The application must be on a form prescribed and supplied by the Indiana library and historical board and shall indicate in the designated place the position occupied by the applicant. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.

(3) A person who is not presently under employment in an Indiana library may make application for a specialist certificate on the prescribed form.

(4) The applicant shall submit to the Indiana library and historical board official verification of the academic and specialist education claimed before a certificate is granted.

(5) Certificates will be issued to persons who give proof of qualifications prescribed by the Indiana library and historical board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the education the individual possesses.

(6) The qualifications in [590 IAC 5-4](#) for each grade of certificate are considered to be minimum requirements. Certificates issued therefore represent minimum standards of competence for the various levels of positions.

(Indiana Library and Historical Board; [590 IAC 5-3-1](#); filed May 30, 2008, 10:17 a.m.:

[20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.:

[20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 7. [590 IAC 5-3-2](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-2](#) Temporary permits

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 2. A temporary permit may be issued at the request of a local library board to cover a substitute or temporary employee or an acting appointee who does not at the time of assuming duties fully meet the requirements for the appropriate grade of certificate. Application for such temporary permit must be made prior to the seventh month of assuming duties. Regardless of the date of such application, the effective date of the first temporary permit shall be the date six (6) months after first assuming the duties of the covered position. A temporary permit is valid for one (1) year. It can only be renewed by special authorization of the Indiana library and historical board two (2) times. Application for such renewal shall be approved and requested by the local library board and shall be accompanied by:

(1) proof of the employee having completed ten (10) LEUs; and

(2) a statement indicating the employee's progress toward meeting the requirements for the requisite permanent certificate.

Application for a temporary permit shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(Indiana Library and Historical Board; [590 IAC 5-3-2](#); filed May 30, 2008, 10:17 a.m.:

[20080625-IR-590070756FRA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.:

[20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 8. [590 IAC 5-3-4](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-3-4](#) Renewal applications for librarian certificates and specialist certificates

Sec. 4. (a) Application for renewal of librarian certification following adoption of this administrative rule shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(b) Renewal for a library director will require the completion of one hundred (100) ~~library education units~~ LEUs in five (5) years. ~~Ten (10)~~ **Twenty (20)** hours of LEUs ~~will must~~ be computer or technology related.

(c) Renewal for a system wide department or branch head will require seventy-five (75) ~~library education units~~ **LEUs** in five (5) years. ~~Ten (10)~~ **Twenty (20)** hours of LEUs ~~will must~~ be computer or technology related.

(d) Renewal for a Librarian Certificate 1, 2, 3, 4, 5, or 6 professional assistant will require fifty (50) ~~library education units~~ **LEUs** in five (5) years. ~~Ten (10)~~ **Twenty (20)** hours of LEUs ~~will must~~ be computer or technology related.

(e) Application for renewal of specialist certification ~~following adoption of this administrative rule~~ shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(f) Renewal for a Specialist 1, 2, or 3 will require the completion of one hundred (100) ~~library education units~~ **LEUs** in five (5) years. ~~Ten (10)~~ **Twenty (20)** hours of LEUs ~~will must~~ be computer or technology related.

(g) Renewal for a Specialist 4 or 5 will require seventy-five (75) ~~library education units~~ **LEUs** in five (5) years. ~~Ten (10)~~ **Twenty (20)** hours of LEUs ~~will must~~ be computer or technology related.

(h) ~~Library education units~~ **providers must be evaluated and approved by the Indiana state library. LEU courses should be library-related or specialist subjects of importance to library programming, services, or operations.** LEUs are as follows:

~~(1) Library education providers will be certified by the Indiana state library, including certified trainers in library-related or specialist subjects of importance to library operations.~~

~~(2)~~ **(1)** Accredited Library Science Education Courses or Approved Library Science Courses from colleges or universities (credit and not for credit -1 semester **credit** hour = 15 LEUs).

~~(3)~~ **(2)** Local, state, and national library association or specialist-subject related conferences (1 hour = 1 LEU).

~~(4)~~ **(3)** Workshops, seminars, institutes, lectures, training by certified trainers (1 hour = 1 LEU).

~~(5) The Indiana state library will consider other library education providers on a case-by-case basis.~~

(4) Up to ten (10) LEUs per five (5) year certificate period may be earned in nonlibrary-related specialist subjects of importance to library programming, services, or operations (1 hour = 1 LEU).

(5) Up to five (5) LEUs per five (5) year certificate period may be earned on external professional committee work including serving on a professional organization committee or as a professional organization officer. The librarian seeking to use external committee or professional organization work is responsible for getting a certificate or obtaining documentation of hours from the committee or professional organization president, vice president, director, or associate director. Participation in professional committee work does not require prior LEU approval from the Indiana state library (1 hour = 1 LEU).

(6) Up to five (5) LEUs per five (5) year certificate period may be earned developing and delivering workshops for conferences, staff in-service training, or any other continuing education opportunity available to library professionals. The number of LEUs that may be earned developing and delivering workshops matches hour for hour the length of the program (1 hour program = 1 LEU). The program agenda and LEU approval letter will serve as verification of LEUs.

(7) Up to five (5) LEUs per five (5) year certificate period for researching, writing, and publishing library-related articles in a peer reviewed journal (2 or more page article = 5 LEUs). A copy of the article in original form or provided by means of an Internet website address, if the article is online, will serve as verification of LEUs.

(8) Library professionals holding five (5) year certificates may earn up to ten (10) LEUs per five (5) year certificate period for attending professional roundtable meetings. The host library shall create and

award LEU certificates for all attending library professionals. Professional roundtables do not require prior LEU approval from the Indiana state library (1 LEU per roundtable attended).

(i) Certified librarians shall retain copies of LEU certificates of completion, or other written documentation of LEU completion, for a period of at least ninety (90) days from the end of the licensing period for which the continuing education applied. The librarian shall provide the state library with copies of LEU certificates of completion, or other written documentation of LEU completion, upon request. Following every certificate renewal period, the state library shall randomly audit for compliance ten percent (10%) of librarians required to take continuing education courses. Librarians who did not have enough LEUs to qualify for their renewal will be notified and will be subject to the disciplinary process under [IC 36-12-11](#).

(Indiana Library and Historical Board; [590 IAC 5-3-4](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Nov 24, 2008, 12:12 p.m.: [20081210-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 9. [590 IAC 5-4-5](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-5](#) Librarian Certificate 4

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 5. (a) The Librarian Certificate 4 position shall be the required minimum grade of certificate for directors of libraries serving a population of ~~ten thousand (10,000) or less~~ **at least three thousand one (3,001) but fewer than ten thousand one (10,001)**, for department and branch heads of libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 4 position are as follows:

- (1) Bachelor's degree from an accredited college or university.
- (2) At least fifteen (15) semester hours or twenty (20) quarter hours of intermediate library education.

(Indiana Library and Historical Board; [590 IAC 5-4-5](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Jan 23, 2009, 8:54 a.m.: [20090204-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.: [20100127-IR-590070756ACA](#); readopted filed Apr 22, 2014, 10:34 a.m.: [20140521-IR-590140062RFA](#); filed Aug 22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 10. [590 IAC 5-4-7](#) IS AMENDED TO READ AS FOLLOWS:

[590 IAC 5-4-7](#) Librarian Certificate 6

Authority: [IC 36-12-11-5](#)

Affected: [IC 36-12-11](#)

Sec. 7. (a) **The** Librarian Certificate 6 position shall be the required minimum grade of certificate for professional assistants of libraries serving a population of ~~less than or equal to thirty-nine thousand nine hundred ninety-nine (39,999)~~ **at least three thousand one (3,001) but fewer than forty thousand (40,000)**, for department and branch heads serving a population of ~~ten thousand (10,000) or less~~ **at least three thousand one (3,001) but fewer than ten thousand one (10,001)**, and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 6 position are as follows:

- (1) High school diploma or ~~GED~~ **proof of successful completion of the high school equivalency exam.**
- (2) ~~Five (5)~~ **Three (3)** years of library experience or nine (9) semester hours of introductory library education.

(Indiana Library and Historical Board; [590 IAC 5-4-7](#); filed May 30, 2008, 10:17 a.m.: [20080625-IR-590070756FRA](#); errata filed Jul 25, 2008, 1:45 p.m.: [20080820-IR-590070756ACA](#); errata filed Jan

23, 2009, 8:54 a.m.: [20090204-IR-590070756ACA](#); errata filed Jan 12, 2010, 11:44 a.m.:
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22, 2016, 11:27 a.m.: [20160921-IR-590150446FRA](#), eff Jan 1, 2017)

SECTION 11. [590 IAC 5-4-7.5](#) IS ADDED TO READ AS FOLLOWS:

[590 IAC 5-4-7.5](#) Librarian Certificate 7

Authority: [IC 36-12-11-5](#)

Affected: [IC 37-12-11-5](#)

Sec. 7.5. (a) The Librarian Certificate 7 position shall be the required minimum grade of certificate for directors of libraries serving a population of three thousand (3,000) or less and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 7 position are as follows:

- (1) High school diploma or proof of successful completion of the high school equivalency exam.**
- (2) Three (3) years of library work experience or nine (9) semester hours of introductory library education.**
- (3) Ten (10) hours of state library sponsored training each year for the first three (3) years of employment in subject areas relating to library administration.**

(Indiana Library and Historical Board; [590 IAC 5-4-7.5](#); filed Aug 22, 2016, 11:27 a.m.:
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SECTION 12. SECTIONS 1 through 11 of this document take effect January 1, 2017.

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